| 9. | REQUIRED TREASURER TRAINING & COUNTY ELECTED OFFICIALS TRAINING  Treasurers Conference |
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| •  | August 1, 2012   |

# BACKGROUND

- Indiana General Assembly passed SEA 147 during the 2012 session to establish training requirements for county treasurers and auditors.
- IC 36-2-10-2.5 requires an individual elected to the office of county treasurer after November 6, 2012 to complete at least:
  - Fifteen (15) hours of training courses within one (1) year; and
  - 2. Forty (40) hours of training courses within three (3) years after beginning the treasurer's term.
- Training courses are developed by the Association of Indiana Counties and approved by the State Board of Accounts

# FUNDING FOR TRAINING

- IC 36-2-7-19 requires each county (before July 1, 2011) to establish a county elected officials training fund, from which the county council is responsible for appropriating money for training requirements.
  - Money in the fund shall be used solely to provide training of recorders, clerks, and surveyors, as well as auditors and treasurers (effective July 1, 2012)
  - Fund can also be used to cover lodging and travel costs for training courses.
- Fund can ONLY be used if your office or any other office has required training under statutes listed.

# EXPENSE ALLOWANCE FOR ANNUAL CONFERENCE

- o IC 5-11-14-1 states that an official attending a SBoA-called conference shall be allowed:
  - · Mileage reimbursement (set by the county council)
  - Lodging for each night preceding conference attendance; exempts individuals who are attending a 1-day conference and live less than 50 miles from the conference location
  - Meal reimbursement (set by the county council) during the conference
- Such payments are required to be made from the county general fund
- A reimbursement claim cannot be denied if the claim complies with this section and IC 5-11-10-1.6 (which establishes requirements for submitting a reimbursement claim to the county)



## TRAINING COURSES - SBOA

#### Course

- AIC/SBoA Newly Elected Treasurer Training (election years only)
- SBoA Annual Treasurers Conference (15 hours/year)
- Vendor User Training Pre-Approved by SBoA
  - SRI Tax Sale training
  - · Financial institution investment training
  - · Tax billing software training

# Hours

12

45

Subject to content and hours

# TRAINING COURSES - AIC

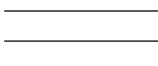
# Course

### Hours

15

- AIC Annual Conference Affiliate Meeting (3 hours/year)
- AIC Annual Conference Workshops (1 hour each, 3 hour/year)
- AIC Institute (formerly DIPLOMA) Core Courses
  - Budget & Finance Level 1; Legal & Ethical Issues; and Human Resources
- o AIC Institute Electives
  - Budget &Finance Level 2





| TRAINING COURSES – OTHER  Course  Hours  |            |      |  |
|--|------------|------|--|
| • Treasurer District Meetings (5 hours/year) 15  | ' <b> </b> |      |  |
|  |            |      |  |
| • TOTAL COURSE HOURS AVAILABLE: 110+<br>• TOTAL COURSE HOURS REQUIRED 40   |            |      |  |
| (WITHIN 3 YEARS OF BEGINNING<br>TERM):   |            |      |  |
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| CERTIFICATION  |            |      |  |
| <ul> <li>Recognition during Treasurers Conference</li> <li>Recorders that do not fulfill the required number</li> </ul>    |            |      |  |
| of training courses will not be recognized as<br>completing the curriculum and will be reported to                         |            |      |  |
| their county commissioners as being noncompliant with IC 36-2-11-2.5(b)  Note: This is an unofficial goal of the Recorders |            |      |  |
| Association, and not actually set in statute   |            |      |  |
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| CONTACT INFO:  |            | <br> |  |
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aberger@indianacounties.org (317) 829-3657